



**HUMAN RESOURCES OFFICE
TECHNICIAN / AGR ADMINISTRATIVE INSTRUCTION**

Number: 09-31

14 August 2009

**CALIFORNIA ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR) FULL
TIME SUPPORT MANAGEMENT CONTROL SYSTEM**

EXPIRES: No expiration

1. References.

- a. AR 600-8-10, Leaves and Passes, 15 Feb 2006
- b. FTSMCS Leave Log User's Guide
- c. AR 135-18, The Active Guard Reserve (AGR) Program, 1 Nov 2004

2. This memorandum establishes procedures and guidelines for managing the Full Time Support Management Control System (FTSMCS) automated leave log for all AGR and Active Duty Overseas Soldiers (ADOS) in the California Army National Guard (CAARNG).

3. Effective 1 October 2009, all AGR and ADOS Soldiers in the CAARNG must register and begin to utilize the FTSMCS automated leave log to request, process and manage all leave actions. This new system will be an expeditious and paperless process for the AGR force. Once registered in the system, all Soldiers will be able to request leave, request a leave extension, and view their leave balances through a web-based automated system. When Soldiers log into the system and request leave, their supervisors will automatically receive an email notifying them that a leave request has been submitted by a Soldier that they supervise. The supervisor must log into the system to recommend, approve, or deny leave requests. Once the DA Form 31 is approved, a control number is automatically generated, and the supervisor must sign their Soldier out on leave. When Soldiers return from leave they must log into the system and confirm the dates that they were on leave. Once this has been accomplished an email is automatically sent to the Soldiers' supervisors informing them that a Soldier that they supervise has returned from leave and needs to be signed in. Supervisors need to confirm that their Soldier has returned to duty and sign them in from leave. Immediately after Soldiers are signed in, a DFAS transaction will be sent electronically from the FTSMCS Leave Log to finance for processing.

4. Soldiers in an ADOS status will use the system to request leave, however, once approved Soldiers will need to send a copy of their completed DA Form 31 to the AGR Branch for submission to Military Pay. Soldiers that are requesting transition leave or permissive temporary duty authorization due to retirement will not use this automated leave system. The AGR Branch will need a hard copy of their approved DA Form 31 along with their complete retirement application. Transition leave and permissive temporary duty is processed by a Transition Center (TC), and they require a hard copy of the DA Form 31.

5. Soldiers must have an AKO account and have all Common Access Card (CAC) certificates registered with AKO prior to the use of FTSMCS Leave Log. From a computer with a CAC reader, navigate to the FTSMCS Leave Log at <https://ftsmcs.ngb.army.mil/index.htm>.

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**SUBJECT: TAAI # 09-31 California Army National Guard Active Guard Reserve (AGR)
Full Time Support Management Control System**

All AGR Soldiers will register as ordinary users. Soldiers will select their leave group (current unit of assignment) and the position title that closely matches their current position. The registration data can be updated or changed as needed after initial registration is completed. The AGR Branch has pre-loaded the CAARNG hierarchy into the program. Supervisors will only be able to recommend and approve leave for Soldiers in their leave group (current unit of assignment). Once this is completed, click the "Register" button, and you are ready to use the leave log. Please wait at least 72 hours after registering in the system to request leave. The system pulls data from both SIDPERS and DFAS and needs at least 72 hours to update in the system.

6. Each brigade must appoint a Leave Log Administrator. These names will be sent to SSG Mastroianni via email from the Brigade AGR Managers, so he can code them as Administrators in the system. Once the Brigade Leave Administrators have been established, they will be able to create supervisors and approval authorities throughout their subordinate battalions, companies and detachments. The Brigade Leave Administrators will also be able to add, change and delete leave groups within their brigades. The Brigade Leave Administrator will be the main point of contact for all issues related to the system within their brigade. Administrators, supervisors and Soldiers should refer to the FTMCS Leave Log User's Guide, which can be found at the FTMCS Leave Log website identified in paragraph 5 above.

7. Once registered in the system, Soldiers are strongly encouraged to navigate the program for familiarization and to use the Leave Log to enter and track leave immediately. All hard copy DA Form 31's for outstanding leave taken prior to 31 September 2009 must be received in the AGR Branch by 1 October 2009. All DA Form 31's received for leave taken after 1 October 2009 will be returned to the Brigade leave managers without action. More information can be found on the FTMCS website and on the AGR Branch portal site at <https://portal.ca.ngb.army.mil/sites/cajs-hr/armyagr/default.aspx>.

8. Questions may be directed to SSG Mark P. Mastroianni at CAGNET 6-3404, DSN 466-3404, commercial (916) 854-3404, or email at marco.mastroianni@us.army.mil.



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